



UNITED STATES MARINE CORPS
MARINE ARTILLERY DETACHMENT
US Army Field Artillery Training Center
759 MCNAIR AVENUE
FORT SILL, OKLAHOMA 73503-5600

IN REPLY REFER TO
DetO 1000.2
759CO
11 Jan 05

DETACHMENT ORDER 1000.2

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR STUDENT PERSONNEL

Ref: (a) MCO P1020.34G
(b) DetO 1050.1F

1. Purpose. To set forth the Standing Operating Procedures (SOP) for Marines assigned to the Marine Battery, 2nd Battalion, 80th Field Artillery (2ndBN 80TH FA). This order is to clearly establish the rules, regulations, and standards of conduct applicable to all Marines in the grades of Private through Sergeant while assigned for training at Fort Sill. Any violation of the provisions set forth in this order may, at the discretion of the Commanding Officer, subject the violator to punitive action as set forth in the Manual for Courts Martial and in accordance with the Uniform Code of Military Justice.

2. Classification of Students. Students assigned to the Battery will fall into one of two classes. These classes are Entry Level Trainee or Non-Entry Level Trainee.

a. Entry Level Trainees. If a Marine has not been stationed in the Operating Forces prior to coming to Fort Sill, then that Marine is considered Entry Level.

(1) Active Duty. If a Marine has come to Fort Sill after Marine Combat Training (MCT) or after a school that is a prerequisite to a school at Fort Sill, and that Marine has not spent any time in the Active Marine Corps Operating Forces then the Marine is considered an Entry Level Trainee regardless of the amount of time he has been in the Marine Corps.

(2) Reserves. If a Marine has come to Fort Sill after MCT or after a school that is a prerequisite to a school at Fort Sill, and that Marine has not spent any time in the Active Marine Corps Operating Forces then that Marine is considered an Entry Level Trainee unless that Marine has spent a minimum of one year in the Selected Marine Corps Reserve. If a Marine meets this minimum requirement, then that Marine may be assigned as a non-entry level trainee at the discretion of the Commanding Officer.

b. Non-Entry Level Trainees. Marines assigned to Fort Sill for training due to a lateral move to another primary military occupational specialty are classified as Non-Entry Level Trainees.

(1) Marines classified as Non-Entry Level Trainees are given a greater degree of privileges and trust. Marines who are unclear as to which

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category they fall under should seek clarification from their Platoon Sergeant. If further clarification is desired, the Marine will be referred to the Battery First Sergeant for a decision.

3. Standards of Conduct. All Marines assigned to Marine Battery will conduct themselves in a mature and professional manner at all times. Their conduct and attitude will exemplify the high standards and core values set forth by Marine Corps regulations.

4. Check-in Procedures. Upon reporting to Marine Battery, all Marines will receive a brief from the Platoon Sergeant, Battery Gunnery Sergeant, First Sergeant, and Commanding Officer. Marines will also sign for 1 reflector belt, 1 pillow, 2 sheets, 1 mattress cover, 1 pillow case, 1 blanket, 1 rack, 1 mattress, 1 wall locker, and 1 wall locker insert. Entry Level Trainees will be billeted in a squad bay within the Marine Battery wing of Building 6007, "C" Wing. On the first full working day after a Marine reports, a Marine from the Detachment Headquarter will come to the Battery to conduct the administration check-in process. If new Marines report on a weekend, the check-in process will normally occur on the following Monday afternoon at 1400. Each week, the Commanding Officer and First Sergeant will conduct a "Welcome Aboard" brief for all Marines who have joined the Battery since the last brief. Before the Commanding Officer's brief, the Platoon Sergeant or Battery Gunnery Sergeant will conduct a review of this SOP and other pertinent information. Marines will also receive a serviceability and accountability inspection of issued uniform items conducted by the Platoon Sergeants during the first week. All serial numbers for audio equipment will be turned into the Platoon Sergeant. All contraband will be collected by the Platoon Sergeant at this time.

5. Accountability. Accountability for all Marines assigned to the Battery rests with the Commanding Officer. In order to maintain accountability, there are daily formations for Marines from Private through Sergeant. Unless excused by competent authority, all Marines will be present for every formation. Formation on physical training (PT) days will be at 0400 (immediately following reveille), 0510 muster, 1145, and 1730. Formation on non PT days will be at 0500, 0645 muster, 1145, and 1730.

6. Sick call. During normal duty hours, Marines requiring medical attention will report to the Platoon Sergeant's office prior to 0530 to pick-up a sick call slip and their Health Record. After receiving both the sick call slip and their record, they will report to Troop Medical Clinic (TMC) for sick call prior to 0730. At TMC, an Army Medical Officer will see the Marine. Upon returning from sick call, Marines will immediately seek out one of the Battery Platoon Sergeants for transportation to their class or assignment to a casual duty working party. Marines requiring after hours medical assistance will report to the Staff Duty Noncommissioned Officer (SDNCO) located in the Duty office, 1st Deck, Building 6007 Marine Battery Wing.

7. Barracks Life. Marines are reminded that their actions and standards of conduct in such a close quarters environment as an open squad bay or multiple man rooms, very quickly impacts those around them. Spoiled food and unsanitary living habits will not be tolerated. One Marine's lack of consideration towards those around him can easily result in disorder and

misconduct. Accordingly, the following rules govern Marines living in Building 6007.

a. Food and drinks will only be consumed in the recreation room or bleacher area.

b. All visitors must sign in with the SDNCO and are authorized in the Battery bleacher area only.

c. All Army spaces are off limits. Fraternization with Army female trainees and permanent personnel is not permitted.

d. Any damage or unsatisfactory maintenance condition (e.g. an overflowing toilet) will be immediately reported to either a Platoon Sergeant or the SDNCO.

e. Radios and tape players will be played with headphones only. During working hours no audio or video equipment will be operated or left plugged in. Equipment left plugged in will be confiscated, and the Marine responsible will be charged with violating Fire Safety Codes. No headphones will be worn while in uniform. No audio equipment (to include headphones) will be authorized after Taps.

f. Marines should not keep large amounts of cash on their person or stored in their wall locker. No more than \$50.00 cash is recommended. Keep only what you absolutely need. Bank, or send home your extra money. It is recommended that each Marine purchase a "Master" lock w/key. The combination locks you obtained while in Boot Camp are easily forced open and do not provide adequate security for your valuables.

g. You are required to participate in the Direct Deposit program.

h. The phrase "ATTENTION ON DECK" will be loudly announced if any officer enters the room, squad bay, or quarter deck.

i. Taps will sound each weeknight at 2200. All lights will be turned off in the squad bays and the SDNCO will secure all recreation rooms to include the weight room. The Battery Classroom will be secured at 2400 hours each night. The recreation rooms and weight room will be secured at 2400 on Holidays, Friday, and Saturday nights.

j. Morning clean up will be completed each morning between 0715 and 0745.

k. Linen Survey will be conducted at Battery Supply each Wednesday evening at 1720-1730. Each Marine will survey two sheets and one pillowcase. If your blanket has holes, it will be exchanged for a new blanket.

l. Field Day will be conducted every Thursday following evening chow. Marines are not secured from Field Day until their squad bay and assigned common areas have been inspected by a Platoon Sergeant. Non-Entry Level Noncommissioned Officers (NCO) will be in charge of field days. Each NCO will be designated as "Noncommissioned Officer In Charge" of a squad bay.

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m. Marines will not enter the Platoon Sergeant's office in Squad Bay 2 without first receiving permission to enter.

n. Upon reporting aboard, each Marine is assigned a rack and one wall locker containing one three drawer chest insert. Marines will not use empty wall lockers to store their belongings, nor will they augment their personal storage space by placing any extra three drawer chests taken from empty wall lockers into their wall locker.

o. The Marine Battery Staff and the Marine's Class Instructors will conduct an accountability and serviceability inspection of each Marine's uniform items during the first week aboard Fort Sill.

p. Pornography is prohibited in the Battery Area. That includes posting photos inside wall lockers.

q. Fire escapes and ladder wells are used only in an emergency. At no time are Marines to use those exits or be in the ladder wells for other than a fire or emergency.

r. There are many recreational activities available on Fort Sill. The Quarry Hill Chapel is located one block away and has religious services scheduled throughout the week. There is a movie theater, bowling alley, library, three swimming pools (one indoor and two outdoor), three large gyms, tennis courts, museums, running trails, and many fishing opportunities. In addition to the weight lifting facilities in the recreation room on the third deck, there is a weight room behind Quarry Hill Chapel facing Edwards Street. Battery Supply has footballs, basketballs, baseball equipment, and other recreational gear. This gear can be checked out on liberty nights and weekends from the SDNCO. Check with the Battery Platoon Sergeants for the location of the many recreational opportunities.

8. Grooming Standards. Marine Corps grooming standards will be enforced. Marines will strictly adhere to grooming standards while on liberty in accordance with reference (a).

a. Uniforms will be clean and maintained daily.

b. Hair will be worn neatly and closely trimmed in accordance with reference (a).

c. The face will be clean-shaven every morning after reveille. The wearing of mustaches is prohibited for Entry Level Students.

d. Boots will be scrub brushed daily, and the appropriate level of Martial Arts belt will be worn.

e. I.D. tags will be worn and the I.D. card will be carried at all times.

f. Additionally, while on liberty, the following dress code will apply:

(1) All articles of clothing will be in good condition. No soiled clothing or clothes that have been ripped and torn.

(2) Clothing with rude or offensive slogans will not be worn.

(3) P.T. gear is not authorized liberty attire. It will only be worn when in the Battery area, while out exercising, or when traveling to or from the gym.

(4) Pierced body parts are not authorized for male Marines at any time.

9. Leave and Liberty

a. Annual Leave. Normally annual leave will not be granted to Marines while they are students aboard Fort Sill. Annual leave may be granted on a case by case basis by the Commanding Officer if sufficient justification exists.

b. Emergency Leave. Marines will be authorized emergency leave in accordance with standard Marine Corps policy. The Fort Sill office of the American Red Cross (580-442-2426) must officially verify the facts regarding any circumstances requiring a Marine's immediate presence. The party requesting the Marine's presence through their local Red Cross Office normally initiates this verification. That office will contact the Fort Sill Red Cross, who will relay the request and any pertinent information to the Battery. Once verification is received, the Commanding Officer will decide whether or not to grant the Marine's request.

c. Liberty. Marines are reminded that liberty is a privilege, not a right. The authority to grant, or to suspend liberty rests solely with the Commanding Officer. A Marine's performance, both as a student and as a Marine, shall bear heavily on any decision to suspend or modify this privilege. The Battery policy regarding the granting of normal liberty is based on which classification of student the Marine falls under: either Entry Level Trainee or Non-Entry Level Trainee.

(1) Marines will fall into one of three phases of liberty:

(a) Phase 1 liberty is reserved for Marines who have legal, disciplinary, or severe academic problems. This phase of liberty will only be assigned by the Battery Commanding Officer on an individual basis. It consists of the following:

(1) Utility Uniform must be worn.

(2) The Marine will not leave the Marine Battery wing of bldg 6007 for any reason except the following:

(a) Chow in the 2/80th DFAC

(b) Class

(c) Religious services

(d) PT with the Battery (PT uniform is Authorized)

(e) Medical appointments/sick call

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(f) Legal appointments

(g) One 1 hour visit to the 6000 area PX complex (escorted by a Phase III Marine) between COB and 2000 for essential items only.

(3) Any trip outside of the Marine Battery wing of Bldg 6007 must be documented with the Plt Sgts or the Staff Duty.

(b) Phase II liberty status is reserved for Entry Level Marines with an acceptable academic standing. The purpose of Phase II liberty is to acquaint the Entry Level Marine to the Ft Sill/Marine Battery area, and to refocus those Marines with Academic problems by providing more time to study and concentrate on MOS qualification. This phase of liberty will be recommended to the Commanding Officer by the Marine's instructor, or the Battery Chain of Command. Stipulations for Phase II liberty include:

(1) Utility Uniform must be worn while outside of the Battery area.

(2) Utility Uniform or PT gear is authorized in the Battery area.

(3) The Marine may visit anywhere in the 6000 area for one hour per day (2 hours on weekends) between COB and 2145.

(4) The Marine must have a liberty buddy (of Phase II or III)

(5) The Marine must sign out in the liberty log and report back in with his liberty buddy.

(6) CIVILIAN ATTIRE IS NOT AUTHORIZED

(c) Phase III liberty status is defined as liberty in the City of Lawton, Fort Sill, and Lake Lawtonka. Entry level Marines may petition for Phase III liberty if they meet all disciplinary and academic qualifications. Phase III liberty consists of the following stipulations: All Marines will be required to complete the following tasks in order to achieve phase three liberty status:

(1) Marines must attend a welcome aboard brief from the battery chain of command.

(2) Marines must complete a uniform inventory; and have 100% of standard issue (with proper marking) or a valid reason for discrepancies.

(3) Spend a minimum of 1 week on Phase II.

(4) All Marines will have AND STAY WITH their Marine liberty buddy until they check in from liberty with that Marine.

(5) Phase III liberty shall expire at 2145 for all Marines on school/duty nights and 2345 on weekends and holidays.

(d) The following accountability information pertains to all Phases of liberty:

(1) All Marines will have AND STAY WITH their Marine liberty buddy until check in from liberty with that Marine.

(2) The Staff Duty NCO will conduct a rack check when liberty expires.

(3) The Staff DNCO will conduct random I.D. card checks.

(4) After taps, all Marines will remain in their racks unless studying in a designated area of the Marine Battery.

(e) NCOs only. Liberty will expire at 2345 on evenings prior to class or other duty days. On other days, NCOs must check in with or call the Staff Duty NCO NLT 0700 the following morning. NCOs may be placed on Phase I, II, or III liberty based on legal, academic, or other disciplinary reasons.

(2) Limits on the distances all Marines may travel on liberty are:

(a) Phase I liberty: Marine Battery Wing of Bldg 6007

(b) Phase II liberty: 6000 Area of Ft Sill

(c) Phase III liberty: City of Lawton, Fort Sill, and Lake Lawtonka

(d) NCO's: Normal Marine Corps liberty limits are 100 miles for 48 hours, 300 miles for 72 hours, and 600 miles for 96 hours

(e) Marines desiring to travel in excess of these limits must have in their possession a valid "out of bounds pass" or special liberty chit authorizing such travel.

(3) The purpose of the liberty buddy is to have a second set of eyes and ears to observe and avoid any/all situations detrimental to the safety of our Marines. The purpose of the "Buddy System" requirement is to try to ensure the safety of the Marine(s) while on liberty. Marines will arrive/depart their respective liberty location at the same time their accompanying party does. However, Marines are not authorized to waive the 2145/2345 curfew in order to comply with this provision. All Marines of this battery will be accompanied by a second Marine when on liberty to include the following establishments:

(a) All bars and casinos, to include those drinking establishments co-located in local hotels.

(b) Restaurants whose primary focus is the serving of alcohol.

(c) During the hours of darkness.

(d) The above list is not all-inclusive, if there is any doubt; seek clarification from the battery staff prior to departing on liberty.

d. Special Liberty: Special Liberty is defined as any liberty granted to a Marine other than normal liberty during non-working hours. Examples of special liberty are: "the day off" to attend a wedding or other special function, a 72 or 96 hour pass. Special liberty will be considered on a case-by-case basis. Requests for special liberty will be forwarded to the commanding officer through the chain of command. Marines granted special liberty/out of bounds chits must check out and in with the DNCO. Failure to check out or in with the duty NCO will result in administrative or disciplinary action.

e. All Marines are required to maintain a 70% Academic average in each course of instruction. If a Marine's average falls below 70% he will be placed in Phase 1 Liberty status. This will allow the Marine to focus on studying without distractions. Failure to comply will result in Administrative action.

f. Applicability. This order applies to all Marines in the grades Private through Sergeant assigned as students at Fort Sill. This policy supercedes any previously published command liberty policies.

10. Physical Training. The purpose of unit PT is to establish or strengthen unit comraderie and esprit de corps. Battery PT formation is held each Monday, Wednesday, and Friday morning at 0500. In addition to the purpose mentioned above, Battery PT is conducted with the goal of sustaining or improving the individual Marine's level of physical fitness in preparation for his entry into the Operating Forces. However, Battery PT alone will not ensure that each Marine is physically fit enough for daily life in the Operating Forces. It is the personal responsibility of every Marine to ensure that he remains constantly ready for the rigors of combat. Remedial PT will be held on Tuesday, Thursday, and Saturday mornings for those Marines failing to meet Marine Corps standards for physical fitness. The PT uniform for summer is green shorts, green T-shirt, reflective belt, white socks and running shoes. The PT uniform for winter is green sweats, black watch cap, black or green gloves, white socks, and running shoes.

11. Consumption of Alcohol. Consumption or storage of alcoholic beverages by Marines in the grades Private through Sergeant is prohibited in any area under the control of Marine Battery, 2-80th FA. The legal drinking age in the state of Oklahoma is 21 years of age. In accordance with Department of Defense policy, Marines under 21 are prohibited from consuming alcoholic beverages. This prohibition applies both on base and off base. All establishments whose principal business is the sale of alcoholic beverages (i.e. bars, and liquor stores) are off limits to Marines under the age of 21.

12. Privately Owned Vehicles (POVs)

a. In accordance with policy established by Headquarters, U.S. Marine Corps (HQMC), Entry Level Marines are not authorized to rent or to operate any vehicle while assigned to Marine Battery. Any Entry Level Marine arriving at Fort Sill with a vehicle will surrender his keys to the Battery

Gunnery Sergeant upon reporting aboard. His keys will be returned to him only under the following conditions:

(1) Upon his graduation and departure from Fort Sill.

(2) In order to allow him to drive his POV on authorized annual or emergency leave.

b. Non-Entry Level Marines are authorized to maintain and drive POVs while on liberty; not during working hours. Non-Entry Level Marines reporting aboard with a POV (to include watercraft) will be prohibited from driving the vehicle until they have shown the Platoon Sergeant proof of a valid state driver's license, proof of registration and insurance.

13. Cell phone use. Cellular phones are authorized only in the battery bleacher area, smoke pit, or PT field. The hours are between 1830 and 2130 on weekdays and 0700 and 2330 on weekends and holidays. Cell phones are not authorized to be carried in uniform or taken to class.

14. Use of Tobacco Products. Entry Level Marines assigned to the Marine Battery are prohibited the use of tobacco products while on a working party, in formation, or any other type of duty (phone watch, etc.). Tobacco products are defined as cigars, cigarettes, snuff or chewing tobacco. Marines are authorized the use of tobacco products consistent with the rules and regulations established by their respective Instructional Departments while in class. Smoking and tobacco chewing are only authorized in designated smoking areas. The battery smoking areas are the courtyards flanking the recreation room. No Marine will spit on the deck in the battery area. The only acceptable receptacle for spit is a spill proof container (even while in the smoking area).

15. Administrative Matters. Marines requiring assistance regarding administrative matters (i.e. pay problems, dependency applications, orders or travel matters, promotions, lost I.D. cards, etc.), should bring the matter to the attention of a Battery Platoon Sergeant as soon as possible. Remember, if you do not tell anyone you have a problem, then no one can help solve your problem!

16. Mailing address. There are no Post Offices in the 6000 area; however, the 6000 area Exchange (PX) located in our area sells stamps by the book and American Express Money Orders. There is a full service United Parcel Service (UPS) office also located in the 6000 area PX complex. The following is an example of how your mailing address will look.

Format

Rank, Name
Marine Battery, 2-Both FA
Class Title, Class Number
USAFATC
Fort Sill, OK 73503-6207

Example

PFC Daly, D.A.
Marine Battery, 2-80th FA
MASOC 6-01
USAFATC
Fort Sill, OK 73503-6207

| | | | | | | |
|--------------|-------|-------|------|-------|-------|-------|
| MOS: | 0811 | 0842 | 0844 | 0847 | 0861 | 2887 |
| Class Title: | MCCCC | RADAR | FDC | METRO | MASOC | MAEMC |

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17. Weapons. Personal weapons of any type are not authorized (this includes USMC K-Bars and knives with a blade length in excess of 3 inches). A weapon is defined as anything that is expressly manufactured to enable one to cause bodily harm to another individual. If a Marine reports aboard with a personal weapon, he will turn it into his Platoon Sergeant for safekeeping. Marines who turn in a personal weapon to their Platoon Sergeant will receive a receipt for the weapon. Upon his departure from Fort Sill, it will be returned to him.

18. Controlled Substances (Drugs). The use, possession, or sale of illegal drugs, the abuse of prescribed medications, or the use of steroids is not tolerated in the U.S. Marine Corps. In order to combat illegal drug use, the Marine Battery conducts urinalysis testing of all incoming students. In addition all Marines returning from UA status, PTAD, and leave will be required to conduct urinalysis testing. The Marine Battery also conducts a program of unannounced, urinalysis testing. Under this program, every Marine assigned to the battery is subject to urinalysis testing at any time and will have been tested at least once before their class graduation date.

19. Conduct yourself in a mature, responsible, professional manner at all times, and remember, wherever you go, whatever you do, you represent the United States Marine Corps.

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J. A. PACE